

I. GENERAL INFORMATION

1. SOLICITATION NO.:	72030619R00001
2. ISSUANCE DATE:	October 08, 2018
3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:	October 22, 2018 no later than 16:30 Kabul time
4. POSITION TITLE:	Lead Procurement Technician (Agent)
5. MARKET VALUE:	\$43,857 - \$57,015 equivalent to GS-09 Final compensation will be negotiated within the listed market value.
6. PERIOD OF PERFORMANCE:	The period of performance is one year, with four option years pending approval, need, performance, and funding, not to exceed five years.
7. PLACE OF PERFORMANCE:	USAID/Afghanistan
8. WHO MAY APPLY:	United States Citizens (including Permanent Residents) and Third Country (non-US, non-Afghan) Nationals*
9. SECURITY LEVEL REQUIRED:	Secret clearance (if U.S. Citizen), or Moderate Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident or Third Country National)

10. STATEMENT OF DUTIES:**1) General Statement of Purpose of Contract:**

The incumbent is located in the USAID/Afghanistan Executive Office and will be responsible for procurement of a variety of commodities and services for USAID/Afghanistan. This includes, but is not limited to Service Contracts, Blanket Purchase Agreements, Contracts, Purchase Orders, Task Orders, Delivery Orders, USG Purchase Card, and procurements not covered under ICASS. The procurement level is limited to the Simplified Acquisition warrant level of the EXO(s), currently set at \$150,000.00. Incumbent reports directly to the Executive Officer, USAID/Kabul.

2) Statement of Duties to be Performed:

- Procurement

Reviews all incoming procurement requests, establishes priorities and personally performs all appropriate preparations necessary on the basis of the type of procurement requested. Performs procurement actions for the entire Mission comprising of approximately 320 staff members. As appropriate, advises USAID staff on procurement policy and other pertinent considerations affecting procurement requests. Reviews all procurement requests for compliance with established guidelines such as FAR and ADS prior to initiating action.

*Please see Section 11: Area Of Consideration

Tracks the status of requests to ensure priorities are met. Approves proposed method of procurement, and may participate in complex or difficult procurement actions. Reviews Purchase Orders, Solicitations, and requests for quotation, price quotations, proposed contracts, supplier's bills and other procurement documents as necessary, prior to and after procurement action. Posts procurement requests for proposal or requests for quotes outside the office premises, or in newspapers and in other outlets for easy access to a wide range of public companies. Organizes and coordinates technical committees for the review of proposals, and to obtain technical reports for procurement actions. Prepares paperwork or reports prior to submission to the Executive Officer for signature. Initiates Buyer and Requester procurement actions in the Global Acquisition and Assistance System (GLAAS) and Integrated Logistics Management System (ILMS) for all International Cooperative Administrative Support Services (ICASS) supported procurements. Liaises/coordinates with the Department of State (DoS) Procurement Agents ensuring that procurements placed in ILMS are accurate and ordered in a timely manner. Maintains a tracking system of all procurement documents, from purchase requests, to receipt of procured goods or services by the requestor in GLAAS and ILMS. Screens and reviews bids and quotations, negotiating contracts, and reviews language in contracts and Statements of Work (SOW). Ensures and reviews status reports, and keeps the Executive Officer (EXO) and the requestor aware of expected delivery or appraised of potential delay. Coordinates timely funding with Office of Financial Management (OFM), or works with OFM to resolve funding problems. Ensures close out of all procurement actions.

- **Market Pricing**

Maintains awareness of market conditions, including price and availability of commonly purchases items. Maintains contact with supplier firms, in order to facilitate resolving procurement problems. Reviews all requests for cash purchase, to ensure cost is fair and reasonable prior to approving any purchase. Ensures compliance with FAR, ADS, AIDAR, and USAID policies and Notices, and with other contracting laws, policies, and procedures in the procurement of supplies and services.

- **Vendor Database Management**

Maintenance of lists of local and international vendor contacts, procurement references, source lists, price quotations, and Federal procurement regulations and instructions and GSA Catalogs. Prepares correspondence and reports on all aspects of procurement operations. Reports procurement actions via EPICs, GLAAS and other WEB-based tools, and prepares reports in ASIST, in coordination, with Regional office of the Financial Management and Office of the Acquisition and Assistance.

3) USAID Consultation or Orientation:

The selected applicant shall proceed to Washington, D.C. for two weeks of mandatory training to complete the Foreign Affairs Counter Threat CT-650 (FACT) and the Afghanistan Familiarization RS-415 (FAM) courses (if FAM was not completed within the past five years and if FACT training did not include the ESCAPE Module) prior to proceeding to USAID/Afghanistan to commence duties as outlined in the statement of work. FACT and FAM are mandatory courses for service in Afghanistan.

4) Supervisory Relationship:

Incumbent reports directly to the Executive Officer, USAID/Kabul. Day-to-day supervision is received from the Executive Officer, who provides technical guidance on completed work. The incumbent must be able to carry out daily tasks with minimum supervision. The Executive Officer as the warranted officer has final technical supervision authority.

5) Supervisory Controls:

None.

6) Other important information:

During the period of this contract, the incumbent must provide at least 15% of their time to training of a Cooperating Country National (CCN) employee designated by USAID. The PSC Supervisor will establish a training plan with benchmarks to measure the contractor's progress toward achieving this training deliverable.

11. AREA OF CONSIDERATION:

United States Citizens (including Permanent Residents) and Third Country (non-US, non-Afghan) Nationals

For USPSC:

- Be a U.S. citizen or U.S. Permanent Resident (“green card holder”);
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain a Secret clearance (if U.S. Citizen), or Medium Risk Public Trust (MRPT) access authorization (if U.S. Permanent Resident);
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested;
- Employment is subject to funds availability and all the required approvals obtained.

For TCNPSC:

- Be a Third Country National. Third Country National means an individual: (1) Who is neither a citizen nor a permanent legal resident of the United States nor of the country to which assigned for duty (Afghanistan), and (2) Who is eligible for return to his/her home country or country of recruitment at U.S. Government expenses;
- Submit a complete application as outlined in the solicitation section titled APPLYING;
- Be able to obtain Medium Risk Public Trust (MRPT) access authorization;
- Be able to obtain a Department of State medical clearance (Class 1);
- Be available and willing to work additional hours beyond the established 40-hour workweek, including weekends, as may be required or necessary;
- Be willing to travel to work sites and other offices as/when requested.

- Employment is subject to funds availability and all the required approvals obtained.

According to ADS 309.3.1.4 (d) “USAID policy is that a CCNPSC is preferred over a TCNPSC in order to integrate the foreign assistance effort into the community, enhance the skills of the cooperating country's population, and contribute to the local economy. If the Agency needs to fill a gap in U.S Direct-Hire Staffing, a USPSC is preferred over a TCNPSC.” Therefore, United States National (USN) offerors will be evaluated in isolation first and only when/if there is no USN qualified, only then Third Country National (TCN) offerors will be considered.

12. **PHYSICAL DEMANDS:**

The work requested does not involve undue physical demands.

13. **POINT OF CONTACT:**

Any questions about this solicitation may be directed to: KblAIDHR@usaid.gov.

Note: No in-person appointments or telephone calls will be entertained, unless you require more information about this solicitation.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Offers will be pre-screened and only those that meet the Minimum Qualifications will be considered. The minimum qualifications necessary to be considered for the position are as follows:

- a) **Education:** A minimum of 2 Years (college diploma) or two years progressive study towards a Bachelor's degree in Purchasing, Business Administration, Accounting, Finance, Public Administration, related Social Science or Liberal Arts is required. (Education requirement must be met at the time of application for the subject position).
- b) **Work Experience:** A minimum seven (7) years of progressively responsible, experience in procurement and/or purchasing is required. One to two years of Experience with a USG or other international organization is required. (Work experience requirement must be met at the time of application for the subject position).

III. EVALUATION AND SELECTION FACTORS

According to ADS 309.3.1.10 (g), Offers received from the USNs (preferred) will be evaluated first and TCNs will only be considered if there are no qualified offerors from the USNs.

The Evaluation Factors listed will be the basis for evaluating and ranking applicants for the position. Applicants will be scored based on the documentation submitted within the application. Applicants must submit a supplemental document outlining their responses to the evaluation factors in order to be considered. Only the highest-ranked applicants will be interviewed.

1. SELECTION PROCESS

After the closing date for receipt of applications, a committee will convene to review applications that meet the minimum requirements and evaluate them in accordance with the evaluation criteria. Applications from candidates who do not meet the minimum requirements will not be scored. As part of the selection process, finalist candidates will be interviewed. Reference checks will be made only for applicants considered as finalists. The applicant's references must be able to provide substantive information about his/her past performance and abilities. If an applicant does not wish USAID to contact a current employer for a reference check, this should be stated in the applicant's cover letter; USAID will delay such reference checks pending the applicant's concurrence.

2. EVALUATION FACTORS

Those applicants who meet the minimum education and experience qualifications will be evaluated based on the content of their application as well as on the applicant's writing, presentation, and communication skills. On a supplement document included with the application package, applicants should cite specific, illustrative examples to address each factor. Responses are limited to 500 words (approx. 1/2 typewritten page) per factor. Applicants should describe specifically and accurately the experience, training, education and/or awards they have received that are relevant to the factor. Applicants should include their name and the announcement number at the top of each additional page. Failure to specifically address the Evaluation Factors will result in the applicant not receiving full credit for pertinent experience.

FACTOR #1: Describe your knowledge in the area of procurement, particularly in conjunction with the U.S. Government and/or other international organizations.

FACTOR #2: Describe your experience in the establishment of policies and guidelines for the handling of procurement actions.

FACTOR #3: Outline the methods and procedures you utilize to provide mentoring to co-workers and staff to enhance their performance and productivity.

3. BASIS OF RATING

Applicants who clearly meet the Education/Experience requirements and basic eligibility requirements will be further evaluated based on scoring of their Evaluation Factor responses. Those applicants determined to be competitively ranked will also be evaluated on their interview performance and satisfactory professional reference checks. The Applicant Rating System is as follows:

Evaluation Factors:

Factor #1 10 points
Factor #2 10 points
Factor #3 10 points

Interview Performance 70 points

Interview questions will revolve around the candidate's ability to:

- Explain personal management & teamwork style
- Discuss prior work experience in handling procurement actions
- Demonstrate ability to use critical thinking

Satisfactory Professional Reference Checks – Pass/Fail (no points assigned)

Total Possible Points: 100

IV. APPLYING

All applications must be submitted electronically by e-mail with the subject line **SOL-72030619R00001 – Lead Procurement Technician (Agent)** to: Afgpscjobs@usaid.gov

Attention: Executive Officer
USAID/Afghanistan
Human Resources Office

Offerors must be received by the closing date and time specified in Section I, item 3. Eligible offerors are required to submit the following documents to be considered for this position:

1. Form AID 309-2, "Offeror Information for Personal Services Contract with Individuals," available at: <https://www.usaid.gov/forms/aid-309-2>
2. A current curriculum vitae (CV) or resume.
3. A supplemental document with written responses to the Evaluation Factors.

Short-listed candidates will be requested to provide educational documents such as degrees, diplomas, certificates and other pertinent documents as needed. Failure to provide the required documentation will result in removal from further consideration.

To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number and position title in the subject line of email offer submission. Any attachments provided via email must be compatible with Microsoft Word or PDF and not compressed (.rar/.zip etc).

Only short listed candidates will be contacted.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

V. LIST OF REQUIRED FORMS FOR PSC HIRES

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms:

1. Contractor Employee Biographical Data Sheet (AID 1420-17);
2. Declaration for Federal Employment (OF-306);
3. Medical History and Examination Form (DS-6561);

4. Pre-Deployment Physical Exam Acknowledgement Form (DS-6570);
5. Questionnaire for Sensitive Positions for National Security (SF-86), or Questionnaire for Non-Sensitive Positions (SF-85);
6. Finger Print Card (FD-258);
7. Statement of Prior Service (SF-144A).

VI. BENEFITS/ALLOWANCES

As a matter of policy, and as appropriate, a PSC is normally authorized the following benefits and allowances:

1. BENEFITS:

- 1) Employer's FICA Contribution (for USPSC's only)
- 2) Contribution toward Health & life insurance
- 3) Pay Comparability Adjustment
- 4) Eligibility for Worker's Compensation
- 5) Annual & Sick Leave
- 6) Access to Embassy medical facilities, commissary and pouch mail service as per post policy
- 7) Annual Increase (pending a satisfactory performance evaluation)

2. ALLOWANCES (If Applicable)*:

- 1) Temporary Lodging Allowance (Section 120)
- 2) Living Quarters Allowance (Section 130)
- 3) Post Allowance (Section 220)
- 4) Supplemental Post Allowance (Section 230)
- 5) Post Differential (Chapter 500)
- 6) Payments during Evacuation/Authorized Departure (Section 600)
- 7) Danger Pay (Section 650)
- 8) Education Allowance (Section 270)
- 9) Separate Maintenance Allowance (Section 260)
- 10) Education Travel (Section 280)

* Standardized Regulations (Government Civilians Foreign Areas).

*Eligibilities for allowances are in accordance with Standardized Regulations (Government Civilians Foreign Areas) based on the type of appointment and Mission Policy.

VII. TAXES

USPSC's are required to pay Federal income taxes, FICA, Medicare and applicable State income taxes.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing USPSC and TCNPSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR),

- **Appendix D**, “Direct USAID Contracts with a U.S. Citizen or a U.S. Resident Alien for Personal Services Abroad,” including **contract clause “General Provisions,”**

- **Appendix J**, “Direct USAID Contracts with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.

2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>.

3. Acquisition and Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>.

4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the **“Standards of Ethical Conduct for Employees of the Executive Branch,”** available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**.

See <https://www.oge.gov/web/oge/nsf/OGE%20Regulations>.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.